

**INVITATION FOR BIDS  
CITY OF RALEIGH**

**Project:**                    **Flexible Spending Account Administration Services**

**Department/Division:** Human Resources/Benefits

**Location:**                222 West Hargett Street, Room 101, Raleigh, NC 27601

**Project Manager:**      Michael Edmonds, (919)996-4984, [michael.edmonds@raleighnc.gov](mailto:michael.edmonds@raleighnc.gov)

The City of Raleigh (the City) has a workforce in excess of 3700 regular full-time employees. The City seeks to provide high quality, cost effective benefits to its employees and their families. Periodically, the City accepts and evaluates proposals from qualified individuals interested in contracting to provide those services. The City is looking for a vendor that can provide flexible spending account administration services in a simplified, easy to use, and **cost-effective manner**. The City is seeking a relationship with a vendor who can work in partnership with them. The successful vendor must be agreeable to adapt existing operations to meet the City's needs and must show a dedication to customer service. Fees should be guaranteed from January 1, 2017 to December 31, 2018. The anticipated contract effective date will be January 1, 2017.